



SMALL EVENT PERMIT APPLICATION

For events, block parties, parades, walks, runs and public rallies with a maximum peak attendance under 500 people

Return to: Louisville Metro IPL, 444 S. 5th Street, Suite 101, Louisville, KY 40202-4314

Questions or additional information, contact: (502) 574-2985 (phone) or (502) 574-5245 (fax)

Application and fee must be received no later than 30 days prior to event

Event Name: _____
Official name of festival or event (name used to advertise event)

Event Producer: _____
Name of individual, group or organization producing event, or agency with whom event is contracting

Primary Contact: _____
Person who should be contacted regarding the application, event or in case of an emergency

Contact Address: _____
Street Mailing Address City State Zip

Primary Contact Information: _____
Day Phone Cell Phone Night Phone

Fax E-mail Web site

Event Information:

Starting Date: ____/____/____ Time: ____:____ M Ending Date: ____/____/____ Time: ____:____ M

Total attendance expected: _____ Rain plan: _____

☐ Block Party - \$15 ☐ Parade - \$10 ☐ Walk/Run/Race - \$10 ☐ Rally/Public Gathering - \$10

☐ Other - \$15

Describe special features of the event: _____

STREET CLOSINGS - List streets to be closed for Special Event _____

If a state road will be closed, apply for a Street Closing Permit from the Kentucky Transportation Cabinet (See Contact List, Section 24, Special Events Handbook)

Street Closings to begin on: Date: ____/____/____ Time: ____:____ M **Re-opening on:** Date: ____/____/____ Time: ____:____ M

NOTE: Louisville Metro will notify TARC if bus or trolley re-routing is going to be necessary.

Attach map of the event area showing street closings and event features

Event Producers must notify affected businesses and residents of street closures.

Event Producers must provide barricades for street Closings. Check Yellow Pages under "Barricades."

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Applicant/Event Producer shall indemnify, hold harmless and defend Louisville Metro Government and the Waterfront Development Corporation (if event is held on Waterfront Park Venues), their elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Applicant/Event Producer's (or Applicant/Event Producer's subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of Louisville Metro Government or the Waterfront Development Corporation, their elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Small Event Permit Application.

Only applicants in good standing with Louisville Metro will be considered for approval. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein or failure to abide by all Federal, State and Louisville Metro laws, ordinances, policies and procedures may result in the immediate revocation of the approved permit and/or refusal to issue a permit in the future.

X _____ Date: ____/____/____
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.